

**PROMOTION/TRANSFER  
VACANCY ANNOUNCEMENT**

**POSITION:** MH-DIRECT CARE SUPERVISORS

**CLASS CODE:** 3427

**WORK LOCATION:** Client Services

**WORK SCHEDULE:** FIRST SHIFT AVAILABLE – 6:00A.M. – 2:30 P.M.  
SECOND SHIFT AVAILABLE – 2:00P.M. – 10:30 P.M.  
THIRD SHIFT AVAILABLE – 10:00 P.M. - 6:30 A.M.

**(Must be able to work any shift and any building)**

**RESPONSIBILITIES:** Staff directs subordinate staff of direct care personnel in the provision of physical care and the performance of general housekeeping work. Incumbent makes specific work assignments, reviews work in progress, and after completion and evaluate work performance following detailed guidelines provided by established Center policies and procedures. Employee assists individuals in all aspects of personal hygiene, performs housekeeping tasks, participates in social and recreational activities for the individuals, and writes nontechnical reports on behavior.

**QUALIFICATIONS:** Six (6) months of experience as a MH-Direct Care Alternate Supervisor or MH-Direct Care Worker Advanced, with recommendation of supervisor based upon a successful Performance Development Assessment (PDA) rating.  
Required Training:  
Successful completion of the Direct Care Supervisor Training Program approved by the Mississippi Department of Mental Health as verified by the employing agency; or completion of the MS State Personnel Board Supervisory Training Course.  
**Applicant must attach a copy of training certificate for the required supervisor training for the position in which you apply.**

**APPLICATIONS:** Current employees of SMRC for at least six months have a satisfactory appraisal and who meet the requirements may apply in Human Resources. Positions will be posted until filled.